

Council, 7 October 2009

Equality and Diversity Scheme action report

Executive summary and recommendations

Introduction

This report provides an update on action points outlined in the Equality and Diversity Scheme published in December 2007. It follows a report in May 2009 which outlined progress against the general aims of the scheme.

Decision

This paper is to note; no decision is required.

Background information

Equality and Diversity Scheme

<http://www.hpc-uk.org/aboutus/aimsandvision/equality/>

Equality and Diversity scheme Interim report, 20 May 2009

http://www.hpc-uk.org/aboutus/council/councilmeetings_archive/index.asp?id=416

Resource implications

Various - from within departmental budgets

Financial implications

Various - from within departmental budgets

Appendices

- Departmental action points, September 2009
- Equality and Diversity Group workplan

Date of paper

24 September 2009

Equality and Diversity Scheme actions – progress report

1. Introduction

1.1 In December 2007, the Council agreed a joint equality and diversity scheme. The scheme became effective on 1 January 2008. The scheme describes the steps we have taken and will take in order to ensure that we do not discriminate against people on the basis of:

- Disability
- Age
- Gender
- Sexual Orientation
- Race
- Religion

1.2 The scheme was intended run for three years with progress reports published in each year.

1.3 The HPC is required to meet the general duties under relevant equality legislation including the Race Relations Act 1976 and Disability Discrimination Act 1995.

1.4 The legislation also requires some public bodies to meet certain 'specific duties' such as publishing a scheme. We are not one of those bodies but decided that, as part of good practice, we would go beyond what the law requires and publish an equality and diversity scheme.

1.5 We decided to publish a single equality scheme rather than a series of schemes for each of the groups identified above as many of the steps we might take to avoid or mitigate any adverse impact are relevant to all of them.

1.6 This paper presents departmental progress reports against objectives outlined in the Scheme. A full appraisal and draft update of the scheme will be submitted for discussion to a future meeting of Council. The paper also includes an outline of the work of the internal working group.

2. Employee consultation and involvement

2.1 Two groups launched in the last year involving employees working on a voluntary basis provide a link between employees and the development of strategy on Equality and Diversity issues.

- 2.2 The Equality and Diversity Working Group was re-launched in November 2008 to act as a consultative body on equality and diversity issues; and to provide a forum for sharing and exploring best practice. The group has helped employees develop their understanding of equality and diversity and has been effective in helping departments fulfil actions from the scheme. The Group has also identified and developed several projects which build on the original scheme. These are included at **Appendix B**.
- 2.3 In line with Information and Consultation of Employees Regulations 2004 (ICE) elections have been held for an employee Information and Consultation Forum, which will meet first in October 2009. Further information will be provided in the next update.

3. Ongoing monitoring of action points and equality duties

- 3.1 Responsibility for action points in the scheme rests with individual departments, which provide updates to the project lead. Departments will be consulted during the development process for workplans for 2009 – 2010 on the further development of their section of the scheme.

4. Action points

- 4.1 The Executive has made further progress towards meeting action points outlined in the scheme. Developments of departmental action plans since the beginning of the scheme have also been included. The action points are attached as **Appendix A**.

Appendix 1

Equality and Diversity Scheme departmental progress report – Communications

Functions:

The functions of the Communications department are:

- Media and campaigns
- Events
- Public Affairs and Stakeholders
- Publications
- Internal communications
- Web

Existing and ongoing practice:

- Events – we ensure all venues have disabled access, we routinely take into account the needs of attendees when we organise events (for example Listening Events, Employer Events), we make relevant arrangements for people with specific requirements (eg availability of Powerpoint slides and publications in Braille and large print) on request, promote on the website, provide Welsh translation services at all events in Wales
- Publications – we publicise the availability of our publications in alternative formats on request and consider requests on a case by case basis. We already publish key documents (for example “How to make a complaint about a health professional,” in a range of languages on the website. Our visual identity is designed to ensure that HPC communications are accessible in style and content and is reviewed regularly with the input of disability organisations.

Action points from original scheme	Current situation	Next steps	Timing
We will continue to seek the input of groups representing disabled and other groups when reviewing the style, text and accessibility of our publications.	We engaged a communications disability network, Connect, and Plain English Campaign to review the format, content and layout of our public information materials. This has resulted in refreshed and revised information now available to the public.	We will continue to seek input of third parties as required, for example feedback from registrants and the public in the creation of a logo for registrants to demonstrate their registration status.	Ongoing

We will seek the input of our stakeholders on equality and diversity issues in our opinion polling to be commissioned in Autumn 2007.	Stakeholder polling was carried out in 2007, but did not focus on equality and diversity issues therefore deferred to 2009 polling.	To be incorporated into 2009 polling.	2009
We will add to all our publications so that it is clear that all our publications are available in alternative formats (e.g. Braille).	All our publications now carry standard wording to promote the availability of alternative formats. This has resulted in an increased number of requests.	We will retain the standard wording on all our publications (existing and new) and will continue to monitor the number of requests.	Ongoing
We will review the layout and content of our website to ensure that it is as accessible as possible. This will include publishing key publications on our website in a range of different languages.	Website evaluation undertaken in 2007 has informed the development of the website, including refreshed home page, diverse images throughout the site and clearer, accessible format.	We will be refreshing the home page to ensure it is more accessible to a range of stakeholders.	Ongoing
We will continue to participate in the Joint Regulators Public Patient Involvement (PPI) group which aims to develop consistent ways in which regulators can ensure the wider involvement of patients and the public in their work.	We have continued to attend meetings of this group.	We will continue our involvement and participation in this group.	Ongoing
We will publish our brochure 'How to make a complaint about a health professional' on our website in a number of different languages.	Our brochure is available on the website and at all our events. We have published it on our website in a range of different languages.	We continue to make this brochure available and will ensure a wide dissemination of the public information materials including the brochure "Is your health professional registered."	Ongoing
New action points	Current situation	Next steps	Timing

Work with the Equality and Diversity Group to produce a HPC E&D best practise guide to putting on events	Project to begin in October 2009		2010
--	----------------------------------	--	------

Equality and Diversity Scheme departmental progress report – Education

Functions:

The main functions of the Education department are:

- Visiting education providers to assess their programmes against the standards of education and training.
- Managing the annual monitoring and major changes processes.

Existing and ongoing practice:

- Awareness of equality and diversity issues is imbedded throughout our standards of education and training. In particular, we have specific requirements for education providers and placement providers to have equality and diversity policies and to offer sufficient pastoral support to students.
- We routinely take into account the needs of visitors, education providers and employees when we arrange approvals visits.

Action points from original scheme	Current situation	Next steps	Timing
We will work with the Communications department to formally review our publications against the house style as part of our rolling programme of reviewing our processes and publications	Reviewed the following publications with the Communications and Policy & Standards Departments in the 2008-2009 financial year; Annual monitoring supplementary information; Approvals supplementary information; SETs; SETs guidance and Education	To review the following publications with the Communications and Policy & Standards Departments in the 2009-2010 financial year; Major Change supplementary information; Annual report, Guidance on conduct and ethics	2009-2010

	provider complaints process.	for students and Guidance on health and character declarations.	
We will work with the partner manager to train visitors on equality and diversity issues.	In the 2008-2009 financial year, we trained 67 new & existing visitors (approx 45% of the total number at the time) in equality and diversity with the Partners Department.	In the 2008-2009 financial year, we hope to trained a further 89 new & existing visitors (approx 52% of the total number) in equality and diversity with the Partners Department.	2009-2010
We will work with the policy and standards department to produce a position statement / guidance in light of recent age discrimination legislation. This will describe how this affects education providers and our role in approving courses.	In the 2008-2009 financial year, we produced an age discrimination position statement with the Policy & Standards Department. The statement is available on our website and was publicised through our triannual newsletter to all education providers.	None	N/A
New action points	Current situation	Next steps	Timing
We will work with the Communications Department to ensure that the layout and content of new student section of the website is as accessible as possible.	Work in initial stage, no milestones to report.		2009-2010
We will continue to ensure that the organisation of our education seminars identifies and accommodates any additional needs at an early stage.	Sign up to events on website asks attendees to alert us to any special requirements, so we can accommodate particular needs. All selected venues have disabled access.		2009-2010

We will ensure that any guidance for education providers around service user involvement is appropriate, accessible and inclusive	Work in initial stage, no milestones to report.		2009-2010
We will consider equality and diversity implications when we review our Education systems and processes.	This work has not been instigated yet. We hope to use the equality and diversity internal working group to assist in this project.		2009-2010
We will work with the Registrations Department to ensure that the changes to the UK application forms are accurate, easy to follow and written in easy to understand English.	This work has not been instigated yet.		2009-2010
We will produce an information sheet around welsh language schemes specifically for education providers.	Work in initial stage, no milestones to report.		
We will produce an information sheet around the independent safeguarding authority (ISA) specifically for education providers.	Work in initial stage, no milestones to report.		

Equality and Diversity Scheme departmental progress report - Facilities

Functions:

The Facilities department is responsible for:

- Buildings and facilities
- Mail
- Reception
- Catering
- Security

Existing and ongoing practice:

Facilities Department works with all employees to ensure that the HPC delivers its capability procedure as detailed in the staff handbook. We are responsible for making adjustments and providing equipment for employees to ensure that they are able to fulfil their roles. This does include adjustments for staff with disabilities, although they are not marked out as special changes.

The Department has a member on the Equality and Diversity working group and the Head acts as a consultant to the E&D Chair on their work plan.

Action points from original scheme	Current situation	Next steps	Timing
We will explore making the following improvements to our facilities: induction loops in the council chamber and reception area audio description in the lifts	A project is underway in partnership with the Equality and Diversity Group to provide induction loops for the building. New lift has audio description. The cost of fitting old lifts is currently prohibitive.	Negotiation with building contractors to ensure that the loops can be installed without disruption. complete .	By April 2010

We will review our progress against the accessibility audit conducted in 2006 and present the findings, and our recommendations for future plans, to our Finance and Resources Committee.	With the new building now complete this review can take now take place.	Review to be conducted.	2010
We will ensure that employees working on reception receive training on our arrangements for assisting people with disabled people who are visiting our offices.	Full disabled access is now available at the rear of the building. Reception staff have been trained to arrange access for disabled visitors to this entrance.	Complete	2009
New action points	Current situation	Next steps	Timing
.Development of personal emergency evacuation plans for employees with mobility issues.	Work in progress with FAST (Fire and Safety Team)	Roll out to Business	By April 2010

Equality and Diversity Scheme departmental progress report – Finance and Resources

Functions:

The main functions of the finance department are:

- Management and financial accounting
- Accounts payable
- Banking
- Suppliers

Existing and ongoing practice:

Provision of the childcare voucher scheme from 1 April 2009 (within the Payroll/Pensions process) for those employees that elect to use it.

Action points from original scheme	Current situation	Next steps	Timing
<p>We review our fees every two years. When we review our fees, we will consider the equality and diversity implications of our existing fees, and any proposed new fees, drawing on the existing data we hold. For example, we might consider whether our readmission fee has a disproportionate impact on certain groups rather than others.</p>	<p>The fee increase which took place in 2009 was preceded, as is normal, by a consultation process to gather the views of the affected individuals. This consultation provided the opportunity for consideration of the equality and diversity impact of the changes to fees.</p> <p>The fees are also structured to be linked to the resources required to register or renew registration of individuals and cross-subsidisation has been minimised.</p>	<p>The new project to review fees for 2011 will take into account the equality and diversity impact of any changes to the fees. This is incorporated into the Departmental Workplan for 2009-2010.</p> <p>This project is in its initial stages currently.</p>	<p>Ongoing</p>
<p>We will explore the possibility of making equality and diversity requirements of suppliers during our</p>	<p>The tendering process was reviewed as a whole in 2008-2009. The tendering process currently</p>	<p>Work will be undertaken to review the practices of other similar organisations to</p>	<p>2009-2010 financial year.</p>

tender process. This will include considering practices in other similar organisations.	allows individuals to insert appropriate criteria for any supplier. These criteria are set by the supplier relationship manager or budget holder and can include equality and diversity criteria as needed.	determine if and what type of permanent equality and diversity criteria can be included in supplier evaluation.	
---	---	---	--

Equality and Diversity Scheme departmental progress report – Fitness to Practise Department

Functions:

The main functions of the Fitness to Practise department are:

- Investigation of complaints about registrants
- Adjudication of cases
- Case management
- Registration appeals
- Protection of title
- Health and character cases

Existing and ongoing practice:

- The fitness to Practise Department work plan highlights improving accessibility to the FTP processes as a key area of development.
- Equality and diversity issues are considered throughout the investigation and adjudication of cases, eg producing documents and evidence in Braille and audio disc for the visually impaired.
- We routinely take into account the needs of all parties attending events and make adjustments where necessary to ensure equal access to our proceedings.

Action points from original scheme	Current situation	Next steps	Timing
We will review our practice notes (which provide guidance to panel members) in light of the changes to equality legislation. In particular, we will revise the practice note on equal treatment.	All practice regularly reviewed with most recent updates being considered at October Council away Day. In particular, equal treatment practice note revised in May 2008.	All practice notes kept under review. .	Ongoing

We will produce a new practice note on disability to ensure that panels are informed about the law and requirements about reasonable adjustments.	This is has been incorporated in the equal treatment practice note.	N/A	Completed
We will continue to train our fitness to practise partners in issues pertinent to ensuring a fair hearing, including equality and diversity issues and we will evaluate the effectiveness of this.	Refresher training for all panel members undertaken in 2008/2009 incorporating equality and diversity training session with Di Hodgson. All new parter training also includes E&D session.	Continue to include in all refresher and new partner training.	Ongoing
We will collect demographic data from registrants involved in fitness to practise proceedings and from complainants. We will analyse this data and present the findings to our three fitness to practise committees.	We continue to collect equality and diversity information from registrants and complainants. An update was provided to the FTP committees in 2008. Adjustments were made to the collection of data in 208 to encourage participation and improve the response rate.	Ongoing collection of data. There is now only one FtP Committee, so the data will be presented to that.	Ongoing
We will review the way in which we schedule hearings to ensure that we identify and accommodate any additional needs at an early stage.	Information included in witness brochure to be published in Autumn 2009. Also included in current FTP brochure for Registrants. All correspondence relating to hearings to all parties contain relevant information.	Witness brochure to be published, ongoing information provided and update. Registrant and complainant brochure to be updated in 2010/11.	Ongoing
We will establish a policy around the handling and purchasing of religious books .	Operating guidance issued in September 2008. All necessary religious books have been purchased.	None	Completed

Equality and Diversity Scheme departmental progress report – Human Resources

Functions:

Our Human Resources department is responsible for:

- Developing and Implementing HR policies and practice
- Providing HR services and advice to management and employees
- Recruitment and Selection
- Training and Development
- Absence Management
- Performance Management
- Employee relations
- Advising the Remuneration Committee

Existing and ongoing practice:

Awareness and promotion of equality and diversity underpins all of the functions of the HR department. One of our principle aims is to ensure that the HPC's employment policies and practices comply with current legislation and best HR practice, including best practice in equality and diversity. We also ensure that any advice and support we give to management and employees takes account of any potential equality and diversity issues.

Action points from original scheme	Current situation	Next steps	Timing
We will implement a rolling programme of reviewing HR policies on a regular basis, in consultation with the equality and diversity internal working group, middle management group and employees.	The first review took place in February 2008. .	The next full review will take place in 2010. In the meantime, training, learning and development policies and practices will be reviewed by HR to ensure that they are applied fairly and consistently across the organisation.	To 2010
We will review our practices around employment of disabled employees, particularly around adjustments following a	As above, the first review took place in February 2008.	The next review will take place in 2010	2010 and ongoing

recruitment decision, in consultation with employees.			
As part of the Information and Consultation of Employees Regulations 2004 (ICE), we will recruit employee representatives drawn from the diversity of the employee population. They will act as a link between HR, management and employees.	The group has now been appointed, and will receive training in September. Once the consultation group is running effectively, agreement will be reached about how the equality and diversity working group will feed into the consultation group.	The group is due to meet first in October.	Autumn 2009
We will conduct an employee attitude survey to find out what our employees like and dislike about HR practices in the organisation.	An employee survey was conducted in September 2008 and results reported to the Finance and Resources Committee in November. The overall results were extremely positive.	The next employee survey will be conducted in 2010 in order to monitor improvements and identify new trends.	2010 and ongoing
We will explore the feasibility of working towards obtaining the 'two ticks' symbol which denotes organisations that are positive about disability.	Supported by HR, the equality and diversity working group has made good progress towards compliance with the Jobcentreplus Two Ticks award.	It is anticipated that this award will be obtained by the end of 2009.	To Autumn 2009
We will review the complaints and appeals processes for partners, including updating the guidance for appeals panel members to include guidance on equality and diversity issues relevant to their role.	The complaints and appeals process was reviewed as part of the rollout of the new Partner Handbook which was approved by the Finance and Resources Committee in September 2007. The Handbook includes guidance for partners on equality and diversity matters.	A full review of partner's recruitment documentation, including role descriptions, will be carried out by the end of 2009.	End 2009
We will analyse and monitor the data we collect for human resources purposes and produce a report each year for our finance and resources committee.	The first set of data was presented to the Finance and Resources Committee in June 2008. The second set in July 2009.	Continuing collection of data.	Ongoing
New action points	Current situation	Next steps	Timing

<p>Steps to ensure that our selection process is fair and free from discrimination by ensuring that interview panels do not have access to personal information when short-listing.</p>	<p>All applicants for both partner and employee vacancies are asked to complete a personal details form and a voluntary equal opportunities and diversity monitoring form. Once received, this personal information is detached so that the selection panel does not see any information which might identify the applicant's gender, age, ethnicity, disability or nationality, etc., thus reducing the risk of discrimination in short-listing.</p>	<p>The application process will be reviewed again in 2010 by HR and the equality and diversity internal working group.</p>	<p>2010 and ongoing</p>
<p>Review of our employee handbook to ensure that equality and diversity legislation is accounted for prior to publication of the scheme.</p>	<p>The last major review was completed in 2008 following a six week consultation period with employees.</p>	<p>A further review was carried out by the HR Director on arrival at the HPC in April 2009.</p> <p>The handbook will be reviewed again in 2010 by HR and the equality and diversity internal working group.</p>	<p>2010 and ongoing</p>
<p>We will begin a rolling programme of training for all employees, partners and council members on equality and diversity issues".</p>	<p>The Human Resources Department now manages a rolling programme for all employees and managers. All new partner training and partner refresher training includes a section covering equality and diversity.</p>	<p>Continuing delivery of training</p>	<p>Ongoing</p>

Equality and Diversity Scheme departmental progress report – Policy and Standards

Functions:

The Policy and Standards department is responsible for:

- assisting the Council in developing strategy and policy;
- assisting the Council in setting and reviewing standards;
- assisting the Council in drafting guidance;
- supporting Professional Liaison Groups (PLGs);
- managing consultations;
- managing the new professions, or ‘aspirant groups’ process;
- liaising with the Council for Healthcare Regulatory Excellence (CHRE) on their annual performance review; and
- ensuring consistency of approach across all HPC departments.

Existing and ongoing practice:

- We sought the input of patient groups in our recent review of our standards of conduct, performance and ethics.
- When we reviewed our standards of proficiency we considered the code of practice produced by the Disability Rights Commission for qualifications bodies.
- We have recently published guidance for education providers and for applicants and potential applicants to approved courses about health, disability and registration.

Action points from original scheme	Current situation	Next steps	Timing
We will review our consultation process to ensure that ways in which we consult are appropriate, accessible and reach a broad audience. The outcomes of our review will be considered by our Council.	The Council considered a paper reviewing the HPC’s past consultations and consultation process at its May 2008 meeting. The Council agreed that the HPC should publish information about consultations widely; regularly revise its consultation list to ensure	<ul style="list-style-type: none"> • Ongoing review of consultation process • Consider providing a response form to consultations where appropriate in order to 	

	<p>that a broad range of stakeholders are reached; and ensure that documents are available in alternative formats. The Council also agreed a summary of consultations undertaken should feature in HPC's annual reporting.</p> <p>The Policy and Standards Department has produced a 'proforma' to ensure consistency in the information included in consultation documents and to ensure that the HM Government Code of Practice on consultation is followed.</p>	<p>increase accessibility.</p>	
<p>We will undertake a piece of work, seeking the input of disabled people and of education providers, to assess the impact and effectiveness of our guidance for disabled people, education providers and doctors – 'A disabled person's guide to becoming a health professional' and 'Information about the health reference'.</p>	<p>This was an action point for the 2009/2010 financial year.</p> <p>Since the scheme was published, the CHRE has sought the views of the regulators and other stakeholders and produced a report on the health requirements of the regulators. In light of this, and the report of the Disability Rights Commission, 'Maintaining Standards, Promoting Equality', the Education and Training Committee will be considering whether to consult on removing the current health reference requirement. This is linked to the HPC's equality and diversity aims because it helps to avoid any perceptions of barriers to</p>	<p>Subject to Education and Training Committee and Council approval before and subsequent to public consultation, the existing health reference requirement might be replaced with a declaration.</p>	<p>2010/11 financial year</p>

	<p>registration for disabled people and others with health conditions.</p> <p>Given this work, it seems appropriate to postpone any review of the existing guidance, given that changes will be needed as a result of any policy change.</p>		
<p>As part of our work in implementing the 'Healthcare Professionals Crossing Borders Agreement' we will examine using translation services to improve our accessibility for members of the public who do not speak English.</p>	<p>We have implemented a translation service to assist those who do not speak English to make contact with us.</p> <p>We have published our brochure; 'How to make a complaint about a health professional' in 10 different languages.</p>	N/a	
<p>We will work with our Education department to produce a position statement / guidance in light of recent age discrimination legislation. This will describe how this affects education providers and our role in approving courses.</p>	<p>We have now published a position statement on age discrimination which is available on our website.</p>	N/a	
<p>We will consider equality and diversity implications when we review our returners to practice requirements.</p>	n/a	Action points for 2010/11	

<p>We will work with our communications department to produce a Welsh language Scheme.</p>	<p>We are currently working with the Welsh Language Board to put a Welsh Language Scheme.</p> <p>The Welsh Language Board is required to approve schemes prior and subsequent to consultation and this process has taken longer than originally anticipated.</p>	<p>We currently anticipate, subject to Council approval, consulting on a scheme early next year with subsequent approval of the scheme by the Welsh Language Board and the Council.</p>	<p>2010/11 financial year (completion)</p>
<p>On an ongoing basis, and, formally by the end of the currency of this scheme, we will review our approach on consultation and involvement of external organisations and individuals on issues with relevance to equality and diversity.</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>Ongoing</p>

Equality and Diversity Scheme departmental progress report – Secretariat

Functions:

- Support the Council and committees, ensuring that these have the governance structures, the administrative support, and resources needed to deliver the HPC strategy.
- Organisational lead on matters relating to implementation of the Freedom of Information and the Data Protection Acts.

Existing and ongoing practice:

- Recruitment campaigns for new Council members aim to target a diverse range of candidates.
- Council and committee papers provided in different formats if requested.
- Consideration given to accessibility of external venues.
- Feedback forms provided for Council members to assist the Secretariat in providing for their needs.

Action points from original scheme	Current situation	Next steps	Timing
Continuing consideration will be given to methods of ensuring that Council members are recruited from a diverse range of backgrounds.	Secretariat is collecting data from appointment campaigns with a view to determining the profile applicants to posts.	Conclusions from this work will feed into recruitment plans for future appointments.	Ongoing
The Secretariat will work with the Communications Department to further develop the format of Council papers to ensure that these are accessible to all groups.	<p>The format of Council papers was recently reviewed and updated to make them less cluttered and easier to read. The changes were in line with House Style, which is designed to make all communications accessible.</p> <p>All Council agendas and minutes now carry message that they are available in different formats, such as Braille, on request.</p>	Continuing review of the format of papers.	Ongoing

<p>All new Council members will receive equality and diversity training.</p>	<p>Council members received training at their away day in October 2008 on their responsibilities in the field of Equality and Diversity. In October 2009 new Council members will receive training from the Chief Commissioner of the Equality Commission of Northern Ireland.</p>	<p>Equality and Diversity Training will form part of Council induction training going forwards.</p>	<p>Ongoing</p>

Appendix 2

Equality and Diversity Scheme progress report – Equality and Diversity Group

Functions:

- scrutinise policies, procedures and publications to ensure that they comply with the HPC equality and diversity scheme and to make recommendations as appropriate;
- act as a consultative body on equality and diversity issues; and
- provide a forum for sharing and exploring best practice in equality and diversity.

Existing and ongoing practice:

- The group meet on a quarterly basis. Every meeting includes training, and discussion and development of projects. Employees are involved on a voluntary basis.

Actions from workplan	Current situation	Next steps	Timing
Work with HR to develop guidance for employees and managers on E&D responsibilities (link to HR scheme objective)	Intranet site under development. The team is also working with HR to update the staff handbook.	Launch of the guidance site in Autumn 2009	2009-10
Commissioned by HR review of job descriptions and application process to ensure that it is non-discriminatory	Project due to begin in Spring 2010	Scoping meeting in Winter 2009	2010
Benchmarking exercise to gain Jobcentreplus two ticks for Disability award – (link to Scheme Disability Policy and HR objective (page 12))	HPC proposals currently with Jobcentreplus. We are waiting for their comments.	Final preparation of HPCs statement of intent	Award by December 2009
Installation of hearing loops (linked to Facilities section of action plan)	Negotiating with contractors to have hearing loops fitted to chambers.	Purchase and installation	April 2010

Awareness events for employees	The groups first event will take place in December 2009, the showing of a short film at lunch time and information on the intranet to mark International Disability Day.	Quarterly awareness events for employees. The group is also looking for ways for employees to get involved in community based events.	Ongoing
Work with policy to review the action plan	Report attached.	Final report in December 2010	2010
Review of advisory bodies (such as Stonewall) to learn about best practise and identify compliance exercises that would benefit the organisation. (links to all of the diversity specific policies in the scheme)	The Group is currently working towards the Two Ticks for Disability award.	Annual review due in Spring 2010	Ongoing
Research designed to inform the creation of an E&D risk assessment tool for HPC events (inc hearings)(with communications)	Start date subject to delivery of workplan.		
Research and development of an E&D impact assessment tool for Policy makers	Start date subject to delivery of workplan.		